

# ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES

## SCAN COMMITTEE MEETING Minutes

August 15, 2018 9:30 a.m. until 12:00 noon  
JRTC, 100 West Randolph Street, Room 275, 6<sup>th</sup> Floor, Chicago and/or  
DCFS, 406 East Monroe Street, Video Conf. Room, 7th Floor, Springfield  
Teleconference #: 1- 888-494-4032 Access Code: 3563748544

### 1. Call to order-Diane Scruggs, Chairman

Those in attendance were:

Mary Jane Forney, Michelle Davis, Alicen McGowan, Elaine Johnson, Anne Gold, Linda Moore, Michelle Davis, Jackie Sharp (on the phone), Mary Bennet, Cynthia Savage, Mary Hardy Hall, Delilah Nelson (on the phone), Diane Scruggs arrived at 9:44 am. and Denise McCaffrey at 9:46 am.

Absent were:

Patricia Campbell Glen, Veatrice Crawford, Maria Glisson, Joe Hemphill, Judge Martin, and Alice Staley.

2. Introductions - The meeting was called to order at 9:38 am by Cynthia Savage. Michelle Davis is our new statewide advisory coordinator. She works in the Director's office now. Her email is Michelle.Davis@Illinois.gov and her phone number is 217-785-5280.
3. Review of February 21, 2018 Minutes - The group paused to review the February minutes. Elaine thanked Linda for preparing the detailed minutes. Elaine moved to approve and Alicen seconded the minutes. No changes were requested and everyone consented to approval of the minutes.
4. Tentative meeting Schedule - There was a discussion regarding the future meeting dates. Alicen suggested changing the October 17 date to October 24<sup>th</sup> so that it will coordinate with the Prevent Child Abuse conference. SCAN typically holds their annual file review the day before the conference begins. Everyone approved this change to the calendar.

The Future meeting dates will be:

Locations:

(Meetings are held via Video and Phone Conferencing)

SPRINGFIELD, 406 East Monroe, 7th floor conference room

CHICAGO, 100 West Randolph, 6th floor conference room #275

Time: Generally, at 9:30 A.M. to 12:00 P.M on the third Wednesday, every other month.

Dates: October 24, 2018; December 19, 2018; February 20, 2019; April 17, 2019; June 19, 2019; August 21, 2019; October 16, 2019; December 16, 2019

5. PCA annual conference - Denise McCaffrey reported that on October 25 and 26 the Prevent Child Abuse Conference will be held in Springfield. There will be a great keynote speaker. She will ensure that all SCAN members will be able to attend despite the registration fee. Members can submit to DCFS for their reimbursement for mileage, hotel, and tolls. The members who are interested in attending are Elaine Johnson, Cynthia Savage, Alicen McGowan (she is a speaker), Diane Scruggs, Mary Hardy-Hall (she is a PCA board member), Mary Bennet, Mary Jane Forney, Veatrice Crawford, Patricia Campbell Glenn, Maria Joan Glisson and Jackie Sharp (25th only). Linda will send the list of attendees to Denise and she will register them. Each member is responsible for their own hotel reservation and to submit their travel on time for reimbursement.
  
6. Annual record review - Last year the topic was human trafficking. Anne suggested the topic might be death cases, allegation 79 is involved many times. There is a pattern of allegation 79 medical neglect to be part of the case history. Doctors may not commit to medical neglect after hearing the laws involved. Diane commented that this comes up in child death reviews from time to time. Alicen suggested we look at medical neglect cases. Do we have an action plan to loop back to those involved in the case? Diane said scan can influence policy change. We can comment if the notes are inadequate, which may result in a retraining issue. SCAN recommendations can go to the Director. Diane said we did not get a response back from the Director from last year's s file review. It was pointed out that we did change Directors during that time. Historically members do not recall getting a response back from a Director. Diane does recall getting responses in the distant past. Procedure 300 has changed many things that the investigators follow when working a case. Anne explained that procedure 300 is available online. Anne read through and explained the list of allegations in detail. Some are for abuse and some are for neglect. Lock outs can be challenging for some older children. Diane is interested in 79 and 10 and 60 for environmental. Anne would like to look up the legislation around these related to the Julie Q lawsuit. Anne will provide this lawsuit summary to the members via email in advance of the review. The members would like access to the updates to Procedure 300. Anne said this is available through the public DCFS website. No summary is available. Members used to have a binder with the entire procedure on it. After discussion, the group wants to look at 10 and 60, 60 be prevalent.
  
7. Status of member recommendations and re-appointments (Michelle) - Michelle brought Appointment letters for new members Ann Deuel, Judy Bradley, Denise McCaffrey. She also brought reappointment letters for Cynthia Savage, Diane Scruggs, Elaine Johnson, Judge Patricia Martin, Maria Joan Glisson, Mary Bennet, Mary Jane Forney, Mary Hardy-Hall, and Veatrice Crawford.

Missing were letters for new appointees: Gina Perdue, Megan Rose, Michelle Luburic, Angie Cox, and returning members: Alice Staley, Patricia Campbell Glenn, Joe Hemphill,

Delilah Nelson and Jackie Sharp. Diane will check with Angie Cox, Gina Perdue, Megan Rose, and Michelle Luburic to see if they are still interested in being a member.

Alicen asked if a new governor is elected, would that mean the current members would lose their appointment. She was told that it was not true, existing members would remain.

8. Status of Tax Check off - Michelle discussed this with Maggie Poteau who said SCAN didn't qualify, but Michelle is considering this because SCAN used to qualify. The members would like the money to be dedicated to the SCAN committee. Elaine asked if there is any money left in this fund. Others said the funds were taken away from SCAN. Elaine asked if this money can be returned to us. Diane said we haven't had this money for over three years. Diane asked Michelle if she could check on the status of these funds. Mary Jane Forney said the funds were reallocated.
9. Name of Human Trafficking Coordinator - The new Human Trafficking worker is Victoria Davis Jones. She is in Chicago and her phone number is 1-312-328-2095. Her email is Victoria.davis-jones@illinois.gov. Denise said she is doing a human trafficking workshop at the Prevent Child Abuse conference this October 25 and 26, if the members want to meet her.
10. Access to D-Net (Michelle) - Michelle will try to get the whole committee access to the D-net. The members would like access to the information posted. It is an internal site for DCFS. It announces major staffing changes, links to twitter and Facebook pages for DCFS.  
The portal has all the committees and councils on it, the liaison should have access to it. Some information is posted on DCFS website to comply with the Open Meetings Act. Diane would like the members to have access to the portal. It is a work in progress, a tutorial is expected.
11. Response to letter from the Director (Michelle) - Michelle read it to the group. We invited the Director to our February meeting. Diane said we never got a response. At the February meeting, we were told letters need to go through Maggie. Michelle referred to a form that is to be submitted when the director is requested to attend a meeting. Michelle said the current director did not like the form and it will be toned down and revised. Diane felt it was unusual to be an advisory committee to the director committee, but have restricted access to the director. Diane wants to know what the protocol will be required to request her attendance at one of our meetings. We meet every two months so being required to have 30 days advanced notice when requesting her attendance would not work well. Diane wants to correspond directly with the Director and cc Michelle. Jackie meet with the director recently, and she said to send letters directly to her and cc to whomever we like. Cynthia asked if we will send another letter to the Director. Michelle said she would speak with the Director. Cynthia wants to send a new letter but attach the old letter. Michelle will be cc'd.

12. Changes to DCFS Policy related to Vitamin K Administration and Medical Neglect - Diane added a memo to the meeting packet from the director about the Vitamin K policy change for the member's information. She asked the members to read the documents at their leisure.

She also provided a packet full of bills that impact DCFS. She wants to have the legislative liaison meet with this group to keep them up to date at the December meeting. Michelle will ask the legislative liaisons to attend.

Diane will send them to Linda to forward to the members. One bill allows for a special group home setting for victims of human trafficking. Another bill requires employers to inform potential employees of mandated reporter training before hiring them. Another bill requires a review of the child welfare workforce and their compensation and caseloads. It applies to the public and private sectors. The accreditation of the organization may be affected. Members should send their legislative questions to Linda to prepare for the representatives' attendance at that meeting. HB 4885 on page 47, families with child under age of 5 is eligible for daycare. HB 4887 will ensure youth in care get of the documents needed to move into independent living. Anne commented that the daycare bill was signed yesterday.

13. Announcements/Other matters - Announcements from group: Denise announced PCA is doing a fund raiser fun fest for the first time. Virtual tickets can be purchased and then given to those who cannot afford to attend. There will be fun things for children to do. Elaine asked for a flyer, Linda will forward it in the email.

A member asked if we got any of the immigration children in DCFS custody? Hartland shelter received them. DCFS only gets involved if there is a report related to their care.

AUDIT: Anne said SCAN is required to have a neonatal medical care specialty. SCAN needs to recruit a member to join the committee with this background. Denise and Mary Hardy-Hall are going to assist with finding someone. Michelle will research past neonatal council members for possible candidates.

Members are reminded to complete their Ethics training if they have not done this yet.

Alicen wants to participate in Procedure 300 training. Anne said it is offered every 6 weeks. Alicen does not need Foundations Training. Anne is emailing Alicen about this.

14. Public comments – none.

The meeting ended at 11:30 am.